

## T E N D E R N O T I C E - 2<sup>nd</sup>

Sealed Tenders are invited from the bonafide suppliers for supply of Stationery Articles mentioned in the enclosed list to be purchased from time to time. Terms & conditions are as follows :-

### ELIGIBILITY OF THE BIDDER :-

- 1) The Bidder must be a registered entity (Company/Co-operative/SMSE). Registration Certificate from Authorised Body must be enclosed.
- 2) The Bidder must be an entity that had a work experience of having done ether of the following in each of the last three financial years :
  - a) One work of similar nature with the Government or its organizations of work/order value of Rs. 5,00,000/-
  - b) Two works of similar nature with the Govt. or its organizations of work/order value of Rs. 2,50,000/-
  - c) Requisite certificates of experience issued by the Govt. Deptt. or the Govt. office must be clearly mentioned and all must be either original or attested/true copies. The work value must be mentioned upon the certificates or must have genuine documents attached to show the same.
- 3) Bidders with experience of having worked in Nadia District would be preferred.
- 4) Be an entity that has tie-up with any OEM or Reputed Company that deals with the supply of majority of the items would be preferred. An MOU or a letter from the OEM/Company would be required. Any bonafide dealers or distributors or channel partners would be preferred.
- 5) Be an entity that has had no previous background of having defaulted whilst undertaking any previous work of the Govt. or its entities. Self declaration or an affidavit would be required on the same affidavit as above.
- 6) Submit a declaration in the same Self declaration or affidavit that it has had no previous history of arbitration, litigation, casting aspersions or causing accusations against the Govt. or its organizations.
- 7) Submit the receipt of having purchased this bid document amounting to Rs. 1,000/- (Rupees one thousand) only as the bid document purchase price.
- 8) Submit a Demand Draft/Bank Draft of Rs. 50,000/- (Rupees fifty thousand) only as an earnest money deposit payable in favour of the District Magistrate, Nadia at the time of submission of tender Paper which will subsequently be turned as Security Deposit and the same will be kept in the office of the under signed, if he is selected for supplying any of the articles. If he fails to supply the articles within 7 (seven) days from the date of order, the security deposit will be forfeited.
- 9) Submit a cover letter on the entity's letter head that the entity affirms adherence to each and every cause of this bid without bias, coercion, fear or prejudice and has no objections or reservations whatsoever.
- 10) The rate for each item is to be quoted, including all charges per Ream / per piece / 1000 etc. as the case may be. **Conditional rates will not be accepted and offered rates should not exceed the M. R. P. under any circumstances.** An attested copies Trade Licence, Profession Tax receipt, VAT with return & copies of credentials of supplying stationery articles to Govt. Offices are to be produced at the time of submission of tender paper.
- 11) The tender in sealed cover should be submitted in the Chamber of Addl. Dist. Magistrate(Gen.), Nadia or Nezarath Deputy Collector, Nadia Collectorate, Krishnagar on any working day during the Office hours on or before 03/12/2014 by 12-00 noon and after which no tender will be entertained in any circumstances.
- 12) Tenderer will declare in a Non-Judicial Stamp paper of Rs. 10/- that he has no liability or financial debt to any person or financial institution & that will be submitted along with Tender Paper.
- 13) The Tender will be opened on the same date i.e. on 03/12/2014 at 01-00 p.m. in the office chamber of the Additional District Magistrate(Gen.), Nadia and at that time supplier themselves may remain present.

- 14) The rates so offered by the suppliers may remain valid w.e.f. 01/01/2015 until further Tender and may be terminated if found anytime to be violative of original agreement.
- 15) The suppliers will have to supply the samples of the articles mentioned before submitting the tender paper. The samples of the suppliers will be returned to them whose tender will not be accepted. Payment will not be made for the articles for these samples. Any change from the approved sample may be allowed only after prior approval of the District Magistrate, Nadia.
- 16) The accepted rate will be applicable for the office of the Collector & District Magistrate, Nadia only.
- 17) The undersigned reserves the right to accept or reject any tender without assigning any reasons whatsoever and is not bound to accept the lowest rates, stating the reasons thereof.
- 18) The undersigned also reserves the right to cancel the tender process at any time, if necessary without assigning any reason.
- 19) I.T and VAT as per rule will be deducted from the bill at source at the time of payment.
- 20) Selected suppliers will have to execute an agreement in Non Judicial Stamp paper of Rs. 10/- as to smooth & timely completion of the assigned works.
- 21) The lowest bidders must supply the materials as per rate offered by him as and when required till the end of tender period otherwise measures will be taken against him.
- 22) Tender papers will be available at Nezarath section on payment of cost for Rs. 1,000/ (Rupees one thousand) only to be deposited in D.C.R at Nezarath Section of the District Magistrate, Nadia on an from 25/11/2014 to 28/11/2014 upto 3.00 p.m.
- 23) Selected suppliers are required to submit the bills within 15 days from the date of supply of the article, failing which their claim would be treated as *Nil*. However, in the event of delay, a letter stating reasons for delay in submission of bills may be submitted by the selected supplier which may be accepted only by the approval of the District Magistrate, Nadia.
- 24) If any article is available in the market below the lowest rate, the undersigned have reserve right to purchase the same from open market, if necessary.

Sd/-  
Addl. District Magistrate(Gen.),  
Nadia.

Memo. No. 3637 (35) / Nez

Dated : 17 /11/2014.

Copy forwarded for information and with a request to publish in his Notice Board for wide publicity to :

- 1) The District Judge, Nadia;
- 2) The Superintendent of Police, Nadia;
- 3) The Executive Officer, Nadia Zilla Parishad;
- 4-7) The Sub-divisional Officer, (Sadar) Krishnagar/ Ranaghat/ Kalyani/ Tehatta, Nadia;
- 8) The Employment Officer, District Employment Exchange, Krishnagar, Nadia;
- 9) The D. I. C. O., Nadia;
- 10) The Post Master, Krishnagar Head Post Office, Krishnagar, Nadia;
- 11-22) The Chairman, ..... Municipality/Notified Area Authority, Nadia;
- 23-33) The B. D. O., ..... Block, Nadia;
- 34) Collectorate Notice Board.
- 35) The D. I. O., NIC, Nadia, with a request to display the notice in the District Website.

for District Magistrate, Nadia.  
17-11-14